

## **Decisions & Accountability Worksheet**

*You've started a project, how do you continue well? This worksheet offers some thinking about structures you can implement to increase the likelihood of success in your project.*

This worksheet focuses on four areas: support & stewardship, decision making, accountability, and milestones, which we think will help increase the likelihood of health and success for your project, by having the hard conversations up front.

### **SUPPORT**

We all need a little help, whether from our team mates or trusted friends. Having people around us can assist us in developing new insights and help with wellbeing when times are tough.

**Does your team have a trusted companion? If you haven't, make notes about how you'd go about finding one.**

*What internal processes do you have in place to support one another?*

*Do you meet regularly, are you using a stewardship or peer support model?*

*If you are a lone ranger in this work, who are your go-to people and how will you know when to bring someone else on board?*

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**DECISION MAKING**

Having a game plan about how decisions are made is an important part of any project as it provides a foundation for people to act upon their sense of agency. These questions will help you examine *the process in which decisions are made* and will provide some examples of where you might like to consider applying these processes.

**How do we make decisions within the project (eg. pivoting to a new direction)**

- a) Majority of team members voting in favour
- b) [name] is the boss and has the deciding vote
- c) Unanimously
- d) Another way

**If your programme makes money, who gets what?**

*Consider how much individuals will receive and how much becomes reinvested in the community. How will you decide this, what are the mechanisms that will enable this to happen?*

**What happens to the project if you break up?**

- a) [name] gets to take all the digital assets and carry on, and the rest of us will wish them well
- b) We will each get the chance to offer to buy the others out
- c) We will all agree not to use any branding that we've developed for the project, but we'll each be able to take any code or other development work away under license and do our own thing

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**ACCOUNTABILITY**

Having clear expectations of ourselves and others will help build camaraderie and enable people achieve their best through having clear area of responsibilities.

**What are expectations of myself and each other in this project?**

*What are the some of the behaviours you intend to bring? How would you like to receive feedback from people around you? What does respectful, responsive communication look like?*

Write a few sentences about the **rhythm** (a strong, regular repeated pattern of movement) and **cadence** (the beat, rate, or measure of rhythmic movement) you want to work to.

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**MILESTONES**

Creating a clear set of milestones to hit will help keep you on track, motivated and the project moving along. Answer the questions below to ready yourself for the next session on planning what you need between now and when we meet again.

What are the non-negotiable milestones (eg. funding accountability).

What are your key deliverables over the next two months?

Who are the people you **need** to meet with?

What are the things you **need** to have completed?

What are some of the *nice to haves*?